



# MOBIS

**MISSION ORIENTED BUSINESS INTEGRATED SERVICES**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address for GSA Advantage!® is:  
<http://www.gsaadvantage.gov>

For information on ordering from Federal Supply Schedules, click, on the FSS Schedule link at: <http://www.fss.gsa.gov>

**General Services Administration**

**Federal Supply Service**

**Authorized Federal Supply  
Schedule**

**CATALOG**

**AND**

**PRICE LIST**

FSC Group 874

**Special Item Numbers:**

874-1 and 874-1RC: Consultation  
Services

874-6 and 874-6RC: Acquisition  
Management Support

874-7 and 874-7RC: Program  
Integration and Project  
Management Services

**Class:** R499

**Contract Period:** 10/31/07  
through 10/31/12 with three five-  
year option periods

Contract Number: GS-10F-0028U

The terms and conditions of CEXEC,  
Inc.'s MOBIS contract are current  
through the most current Refresh  
to Solicitation Number TFTP-MC-  
000874-B.

An electronic version of the MOBIS  
solicitation may be found at  
FedBizOpps:

<http://www.fbo.gov/spg/GSA/FSS/>

Business Size: Large, under NAICS  
541611

**CEXEC, Inc.**

**1900 Campus Commons Drive  
Suite 400**

**Reston, VA 20191**

**703-435-0099**

**703-766-8539 FAX**

**[mobis@cexec.com](mailto:mobis@cexec.com)**



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## ABOUT CEXEC, INC.

### Who we are

CEXEC is an American Indian-owned professional consulting and high technology company known for the quality of its work, the success it brings its clients and the integrity of its business practices. This success stems from the strength of CEXEC employees and a commitment to provide the highest quality services at a fair price. Our 30 year history of superior performance is driven by a corporate culture that revolves around the expertise and achievements of our people. CEXEC employees are, and will continue to be, its most important asset.

### What we do

CEXEC enhances organizational success through proven strategic guidance and the application of innovative technologies to critical business functions.

CEXEC is widely recognized as a supplier of practical and innovative solutions to complex problems. For more than 30 years CEXEC has provided consulting services to federal and commercial clients, and has done so in a wide range of critical functional areas.

CEXEC mission oriented consulting services are designed to support Federal Agencies to effectively manage critical programs. These services facilitate agencies' response to dynamic, evolutionary influences and mandates, and enable them to meet and improve mission performance requirements. As federal influences and mandates evolve, or are enacted, the specific support provided by contractors under this schedule will evolve accordingly. These MOBIS services will ultimately result in increased customer satisfaction and enhance the public's confidence in their government.

Integrated business consulting is an important part of CEXEC's business. This consulting service requires experienced individuals with diverse backgrounds of complementary skills, talents, and knowledge to aid organizations in navigating through today's challenging business environment. The rapid pace of innovation in services and technology, the complex

regulatory landscape, ongoing fiscal constraints, a multitude of guidance, and increasing programmatic risk all contribute to the pressures organizations face when trying to meet their business objectives.

### Why organizations need our services

To successfully navigate today's complex federal landscape, Federal Agency managers need experienced, proven guidance across a wide range of integrated functional areas. CEXEC consultants possess significant experience, advanced degrees, and a broad range of technical and management expertise. CEXEC's technical staff is highly experienced in information technology and its practical application to business functions. CEXEC consultants and technology professionals work together to provide business partners comprehensive solutions for every requirement. CEXEC's consultants take the time to develop an understanding of our clients' business processes and unique mission. This attention to the individuality of our clients, combined with the practical application of advanced information technology tools, techniques, and methods create value-added mission oriented solutions for our clients.

### Why organizations choose CEXEC

Given the host of reasons an organization can fail to meet its business objectives, a consultant or their company should not add to the problem, nor should it add layers of complexity onto what is already a challenge. For this reason, finding the right consultant, at a trustworthy and responsive company, is critical to mission success.

Federal program managers are faced with a myriad of choices when selecting a professional services company to help them achieve mission success.

So what makes CEXEC different?

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*CEXEC enhances organizational success through proven strategic guidance and the application of innovative technologies to critical business functions*

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*30 years of corporate  
federal contracting  
experience gives CEXEC  
clients the reassurance of  
a corporate commitment*

The professional experience of CEXEC employees and the CEXEC corporate tradition of over 30 years in federal contracting, make CEXEC different. CEXEC mission oriented consultants are expert at helping their clients take a strategic, comprehensive approach to meeting their business objectives. CEXEC professionals have been providing such assistance to Federal agencies since the mid 1980s, and have developed a long-term and balanced view of changes in federal policy and mandates. CEXEC professionals are well-versed in a range of program support and implementation strategies, from current strategic sourcing methodologies to proven business management functions.

#### *Our Commitment to Quality*

30 years of corporate federal contracting experience gives CEXEC clients the reassurance of a corporate commitment while providing the nimble and responsive benefits of a small company. CEXEC maintains a mature corporate infrastructure that results in more accurate reporting; our size makes that reporting more timely. The CEXEC corporate staff uses the DELTEK accounting system that was developed specifically for Government contracting, a system fully accepted by the Defense Contracts Audit Agency. This robust corporate infrastructure allows consultants to focus on your success and not become

distracted by administrative burdens.

To validate its commitment to corporate excellence CEXEC has implemented the ISO 9001:2000 registration as our recognized standard of quality. Through both internal and independent audits, CEXEC has insured that the processes across all our lines of business maintain ISO 9001:2000 compliance. CEXEC has a Certificate of Registration as an ISO 9001:2000 compliant company with Quality Systems Registrar, Inc. of Sterling, VA.

The CEXEC commitment to the quality of its employees is evidenced by the performance management system it uses. CEXEC knows that evaluating the past performance of individuals is not an indicator of future performance. To meet this challenge CEXEC coaches its employees on what they can improve in the future. The CEXEC educational assistance program and tuition reimbursement provide the tools for our employees to improve their skills and acquire new skill as the demands of the marketplace change.

The professional experience of CEXEC employees, a corporate history of over 30 years in federal contracting, and a commitment to excellence all make CEXEC stand out from other Federal consulting companies. Isn't it time for you to experience the advantage of CEXEC through MOBIS today.

## CORE CAPABILITIES UNDER MOBIS

Government procurement reform is changing the way many civilian and defense agencies do business. CEXEC professionals are experts in program, contract and financial management. This emphasis has made CEXEC a valuable member of many government teams working on implementing programmatic reforms. In addition to strategic consulting, program support, business process analysis, and other traditional business activities, CEXEC is at the forefront of developing Web enabled business tools. CEXEC also provides engineering and technical support, asset management, litigation and claims analysis, cost and pricing, contract financial analysis, and logistics and military transportation planning.

CEXEC, Inc. is the consultant of choice for the full range of mission oriented business integrated projects in both the public and

private sectors. CEXEC clients regularly ask us for additional work, offering further testament to our strong reputation and the value CEXEC provides to its customers. CEXEC prices represent the highest cost savings and performance efficiencies measurable in terms of quality of service and effective use of leading-edge information technologies. Hiring and maintaining a professional, experienced, and educated staff largely mitigates problems typically associated with the application of business strategies to a new client.

CEXEC has served civilian, military, and intelligence agencies, state and local governments, and not-for-profit agencies in projects covering a wide range of Strategic Consultation and Program Management Services.



## CUSTOMER INFORMATION

SPECIAL ITEM NUMBERS (SINs)	<p>a. This Contract covers the following special item numbers, as fully described in Section 3 of this Schedule/Pricelist:</p> <ul style="list-style-type: none"> <li>◆ 874-1/ 874-IRC, Consulting Services</li> <li>◆ 874-6/874-6RC, Acquisition Management Support</li> <li>◆ 874-7/874-7RC, Program Integration and Project Management Services</li> </ul> <p>b. Lowest price model: Not applicable</p> <p>c. LABOR CATEGORIES for each SIN are listed and described in Section IV of this Schedule/Pricelist.</p>								
MAXIMUM ORDER	<p>The maximum dollar value of any order placed under this Schedule/Pricelist are the following:</p> <table> <tr> <th>SIN</th><th>Maximum dollar value</th></tr> <tr> <td>874-1 and 874-IRC</td><td>\$1,000,000</td></tr> <tr> <td>874-6 and 874-6RC</td><td>\$1,000,000</td></tr> <tr> <td>874-7 and 874-7RC</td><td>\$1,000,000</td></tr> </table> <p>This does not mean you are unable to place orders over that amount under each SIN. It does mean you can request a discount when your order is anticipated to exceed the \$1,000,000 threshold. Requirements that exceed this amount may be processed in accordance with I-FSS-125.</p>	SIN	Maximum dollar value	874-1 and 874-IRC	\$1,000,000	874-6 and 874-6RC	\$1,000,000	874-7 and 874-7RC	\$1,000,000
SIN	Maximum dollar value								
874-1 and 874-IRC	\$1,000,000								
874-6 and 874-6RC	\$1,000,000								
874-7 and 874-7RC	\$1,000,000								
MINIMUM ORDER	The minimum dollar value of any order placed under this Schedule/Pricelist is \$300.								
GEOGRAPHIC SCOPE OF CONTRACT	The geographic scope of this contract is Worldwide.								
POINTS OF PRODUCTION	Reston, VA or any CEXEC, Inc. offices, or any government office.								
DISCOUNTS FROM LIST PRICES	CEXEC, Inc. may negotiate discounts on orders that exceed the maximum order value. All prices listed in this schedule are net prices in USD.								
QUANTITY DISCOUNTS	CEXEC, Inc. may negotiate discounts on orders that exceed the maximum order value and exceed a twelve (12) month performance period.								
PROMPT PAYMENT TERMS	Net 30 days.								
ACCEPTANCE OF GOVERNMENT PURCHASE CARDS	<p>a. Government credit cards will be accepted for orders at or below the micro-purchase threshold.</p> <p>b. CEXEC, Inc. may accept purchase cards for orders that exceed the micro-purchase threshold.</p>								
FOREIGN ITEMS	Not applicable.								
DELIVERY INFORMATION	<p>a. Time of delivery: Per individual order</p> <p>b. Expedited delivery: May be specified in each task order.</p> <p>c. Overnight and 2-day delivery: May be specified in each task order.</p> <p>d. Urgent Requirements: May be specified in each task order.</p>								
F.O.B. POINTS	Destination								



ORDERING ADDRESS	CEEXEC, Inc Attention: 11440 Commerce Park Drive, Suite 600 Reston, VA 20191 703-435-0099 703-766-8539 facsimile MOBIS@cexec.com
ORDERING PROCEDURES	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage at: <a href="http://www.gsa.gov/schedules">http://www.gsa.gov/schedules</a>
PAYMENT ADDRESS	CEEXEC, Inc. 11440 Commerce Park Drive, Suite 600 Reston, VA 20191 Attention: Accounts Receivable
WARRANTY PROVISION	Not applicable
EXPORT PACKING CHARGES	Not applicable
TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE	CEEXEC, Inc. will accept Government purchase cards for orders that exceed the micro-purchase threshold on a delivery order basis. Bank account information for wire transfer payments will be shown on the invoices.
TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIRS	Not applicable
TERMS AND CONDITIONS OF INSTALLATION	Not applicable
TERMS AND CONDITIONS OF REPAIR PARTS	Not applicable
TERMS AND CONDITIONS FOR ANY OTHER SERVICES	If applicable, per task order
LIST OF SERVICE AND DISTRIBUTION POINTS	Not applicable
LIST OF PARTICIPATING DEALERS	Not applicable





TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIRS	Not applicable
TERMS AND CONDITIONS OF INSTALLATION	Not applicable
TERMS AND CONDITIONS OF REPAIR PARTS	Not applicable
TERMS AND CONDITIONS FOR ANY OTHER SERVICES	If applicable, per task order
LIST OF SERVICE AND DISTRIBUTION POINTS	Not applicable
LIST OF PARTICIPATING DEALERS	Not applicable
PREVENTATIVE MAINTENANCE	Not applicable
SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g., recycled content, energy efficiency, and/or reduced pollutants)	Not applicable
SECTION 508 COMPLIANCE	Not applicable. If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at <a href="http://www.Section508.gov">www.Section508.gov</a> .
DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER	CEXEC, Inc.'s DUNS number is 08-635-6789
CENTRAL CONTRACT OR REGISTRATION DATABASE	CEXEC, Inc. is registered in this database.

## ADDITIONAL TERMS AND CONDITIONS

<b>TYPES OF ORDERS</b>	Both Firm Fixed Price orders and Labor Hour Task orders (Time and Material) may be placed under this MOBIS Schedule/Pricelist
<b>OTHER DIRECT COSTS (ODCs)</b>	CEEXEC, Inc. charges for ODCs such as direct materials, reproduction, long distance telephone, postage/overnight delivery, computer usage time, and travel. Travel costs will be charged in accordance with the Federal Travel Regulations (FTR). ODCs will be burdened with appropriate approved fees.
<b>INDUSTRIAL FUNDING FEE</b>	The Industrial Funding Fee is included in the rates.
<b>SPECIAL PROVISIONS FOR TASK ORDERS</b>	Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law.
<b>STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279</b>	<p><i>Block 9:</i> <b>G.</b> Order/Modification Under Federal Schedule</p> <p><i>Block 16:</i> Data Universal Numbering System (DUNS) Number: <b>08-635-6789</b></p> <p><i>Block 30:</i> Type of Contractor: <b>C. Large Business</b></p> <p><i>Block 31:</i> Woman-Owned Small Business: <b>No.</b></p> <p><i>Block 36:</i> Contractor's Taxpayer Identification Number (TIN): <b>54-1032435</b></p> <p><i>4a:</i> CAGE Code: 4U592</p> <p><i>4b:</i> Contractor has registered with Central Contractor Registration Database</p>
<b>INVOICES</b>	The Contractor, upon completion of the work ordered, shall submit invoices for services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.
<b>PAYMENTS</b>	For Firm-Fixed Price orders, the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For Time-and-Materials orders, the "Payments under Time-and-Materials and Labor-Hour Contracts" in FAR 52.232-7 applies.
<b>RESUMES</b>	Resumes shall be provided to the ordering Contracting Officer upon request.



## DESCRIPTION OF SERVICES

### SPECIAL ITEM NUMBERS (SINs)

CEXEC, Inc. offers expert advice, assistance, and guidance and counseling for Management, Organizational and Business Improvement Services in support of agencies' mission oriented business functions under SIN 874-1 Consulting Services, SIN 874-6 Acquisition Management Support, and SIN 874-7 Program Integration and Project Management Services.

#### SIN 874-1 Consulting Services

CEXEC Consulting Services include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.

CEXEC, Inc. provides MOBIS clients the same breadth and quality of consulting services that we offer our Federal clients today. When providing consulting services for business improvement and mission performance, CEXEC, Inc. applies proven management processes and documented methodologies to systematically evaluate past, present, and future organizational situations. We employ and retain experienced personnel with relevant knowledge. We leverage benchmarking, industry best practices, continuous business process improvements, and strategic planning as tools to add value to our customer base.

The CEXEC, Inc. approach considers both internal and external factors, such as efficiency, risk, operational continuity, and customer satisfaction. CEXEC, Inc. analyzes our client's customer satisfaction and effective resource utilization. In summary, CEXEC, Inc. provides comprehensive consulting services. A sample of our services is listed in the table below:

SAMPLE CEXEC, Inc. Consulting Services	
Business Process Reengineering	Cost/Benefit Analyses
Change Management	Organizational Assessments
Strategic Planning	Process and Productivity Improvement
Action Planning	Quality Management/Quality Assurance
Process Modeling	Program Audits
Performance Measurement	Leadership Systems
Financial Analysis	Customer Satisfaction
Statistical Analysis	Statistical Process Control
Risk Assessment	Outsourcing Training Systems
Decision Support Systems	Benchmarking/Best Practices
Data Modeling	Electronic Workflow/EDI
Transition Planning	Intranet/Web Support

## DESCRIPTION OF SERVICES (continued)

### SIN 874-6 Acquisition Management

Today's federal acquisition professional faces a complex and challenging environment. The rapid pace of innovation in services and technology, the complex regulatory landscape, ongoing fiscal constraints, a multitude of guidance, and increasing programmatic risk all contribute to the pressures of choosing the right acquisition strategy. Given the host of challenges a program can encounter, implementing the correct procurement strategy is the most important step an agency can take.

CEXEC is an established leader in assisting our federal government clients to best achieve their acquisition and program goals. In short, we help our clients successfully award, manage and closeout their contracts — a life cycle approach — from beginning to end.

CEXEC professionals are experts at crafting solicitations using innovative procurement approaches to reduce time to award while reducing acquisition costs.

CEXEC has the experience and personnel to assist you in choosing a contracting strategy appropriate to your program objectives. CEXEC employees have in-depth experience with relevant Federal acquisition policy including the Federal Acquisition Regulation (FAR), Homeland Security Acquisition Regulation (HSAR), Defense Federal Acquisition Regulation (DFAR), and the FAA's Acquisition Management System (AMS). CEXEC experienced professionals are well-versed in a range of acquisition strategies, from current performance based and strategic sourcing methodologies to proven award and incentive fee structures.

SAMPLE CEXEC, Inc. Acquisition Services	
Pre-Award Services	Post-Award Services
Acquisition Baselines	Assessing Contractor Performance
Evaluation Plan Development	Procurement Funding Documents
Proposal Evaluations	Invoice Tracking and Reconciliation
Source Selection Plans	Contract Administration
RFP Development	Contract Modification
Cost & Price Analysis	Cost & Price Analysis
Risk Analysis	Delivery/Task Order Support
Acquisition Planning	Investigating Contract Discrepancies
Requirements Definition	Close-out Support
Market Research	
Alternatives Analysis	
Operating Concept Development	
Investment Analysis (OMB 300)	
Lifecycle Cost Estimates	



## DESCRIPTION OF SERVICES (continued)

### SIN 874-7 Program Integration and Project Management

Effective program management is critical to keeping complex programs under control and on track for success. Innovations in procurement strategies, program management tools and techniques, evolving regulatory guidance, and heightened public scrutiny all require Agency program managers to quickly handle vast amounts of program data. This has led to the development and implementation of a range of program control tools, and an increasing reliance on an integrated Program Management Office (MPO) methodology. Proper deployment of these tools and management concepts can mean the difference between success and failure.

With vast program management expertise and experience maximizing the effective use of IT and automated systems, CEXEC provides federal program managers the tools and expertise they need in an increasingly complex programmatic environment. CEXEC experts can help government program offices take a concept from its embryonic stage all the way through implementation, maintenance, and finally, decommissioning. CEXEC personnel are experienced with various COTS and in-

house Earned Value Management (EVM) and Project Portfolio Management (PPM) tools. CEXEC also regularly assist our clients in the design and implementation of an integrated PMO, drawing on technical, financial, procurement, and managerial resources to create an efficient and effective PMO team.

CEXEC has a long history of keeping our clients' projects on schedule and under budget with meticulous planning and hands on PMO support. CEXEC's broad programmatic expertise includes project planning, tracking program milestones, program integration, budgeting and scheduling. CEXEC routinely assist in developing and implementing procedures and policies in support of Agency business and program management requirements such as Project Status Reports, Master Schedule Baseline Reports and the Materiel Data Forecast Modules. If necessary, CEXEC has reach-back capability to its' Information Technology personnel in order to automate certain program functions to make processes more efficient. To get your program back on track and your costs back under control, contact CEXEC today and ask for one of our Program Management Experts.

SAMPLE CEXEC, Inc. Program Management Services	
Program Management Office (PMO)	Performance Monitoring
Budget Formulation	Cost & Schedule Control
Life Cycle Sustainment	Earned Value Management System
Vendor Negotiation Support	Technical & Engineering Support
Cost Modeling	Configuration Management
Program Control	Integrated Project Management

## LABOR CATEGORIES FOR SINS 874-I, 874-6, AND 874-7

Three years of experience may substitute for bachelor's degree in all Labor Categories.

Labor Category:	Principal Consultant I – PC01
Duties / Responsibilities	Recognized as an authority or subject matter expert in one or more business functions. Responsible for providing planning and implementation guidance at a strategic level in support of the organization's mission. Capable of providing strategic guidance across multiple programs/projects encompassing complex business objectives. Coordinates at an executive level with other entities.
Minimum Requirements	Education: Bachelors degree or equivalent Experience: 10 years
Labor Category	Principal Consultant II – PC02
Duties / Responsibilities	Recognized as a subject matter expert with relevant experience which includes, but is not limited to, supporting large business process improvement and management consulting projects related to the individual's subject matter expertise. These senior personnel are recognized experts in functional domains (e.g., finance, business administration, etc.) with years of direct experience. They have extensive experience as organizational leaders and senior Project Managers and are capable of managing multiple programs and projects. They are familiar with state-of-the art advances in their subject area.
Minimum Requirements	Education: Bachelors degree or equivalent Experience: 8 years
Labor Category	Principal Consultant III – PC03
Duties / Responsibilities	Recognized as a subject matter expert with relevant experience which includes, but is not limited to, supporting large business process improvement and management consulting projects related to the individual's subject matter expertise. They are recognized experts in functional domains (e.g., finance, business administration, etc.). They are capable of managing projects or multiple tasks, and are familiar with state-of-the art advances in their subject area.
Minimum Requirements	Education: Bachelors degree or equivalent Experience: 6 years



Labor Category	Management Consultant I – MC01
Duties / Responsibilities	<p>Serves as CEXEC's lead engagement manager, and is the primary interface with the customer's management and agency representatives. Relevant experience includes, but is not limited to, experience in managing large complex projects, contracts, funds, and resources (or group of projects, contracts, funds, and resources).</p> <p>Develops and oversees management consulting plans; organizes and implements management solutions; oversees deliverables and performance. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals of CEXEC to subordinates and subcontractors. Duties may include contract management, large project management, and interface with the customer. He or she is responsible for the overall contract performance and manages MOBIS services and support operations that may include multiple projects. Organizes resources to support multiple concurrent projects and manages the execution of multiple concurrent projects.</p>
Minimum Requirements	<p>Education: Bachelors degree or equivalent</p> <p>Experience: 9 years</p>
Labor Category	Management Consultant II – MC02
Duties / Responsibilities	<p>Develops program and project plans; defines tasking, resources and budgets; leads program/project teams; develops deliverables; ensures conformance with the corporate Quality Assurance plan.</p> <p>Applies specific knowledge/skills to business solutions; can lead project teams in the development and implementation of process improvements; works with functional specialists, vendors and customers to achieve management goals; coordinates efforts of other CEXEC staff.</p>
Minimum Requirements	<p>Education: Bachelors degree or equivalent</p> <p>Experience: 8 years</p>
Labor Category	Management Consultant III – MC03
Duties / Responsibilities	<p>Applies specific knowledge to the identification of business problems and contributes to the recommendation of solutions; can lead small task teams in project sub-components. Collects and analyzes data to provide support to all business functions. Uses structured analysis techniques to define business process support requirements. Analyzes and documents support requirements and develops appropriate support data. Assists in the development and/or production of supporting documentation. Develops procedures to record and track data to facilitate internal management reviews and project activities. Ensures effective data flow on projects.</p>
Minimum Requirements	<p>Education: Bachelors degree or equivalent</p> <p>Experience: 6 years</p>
Labor Category	Management Consultant IV – MC04
Duties / Responsibilities	<p>Able to apply business process knowledge to researching and supporting business solutions. Works as part of team. Collects data to provide support to specific project tasks related to business functions, including, but not limited to, project plans, mission needs statements, budget justifications, funds control and approval, and all aspects of program administration. Uses structured analysis techniques to support requirements. Analyzes and documents support requirements and develops appropriate support data. Assists in the production of supporting documentation.</p>
Minimum Requirements	<p>Education: Bachelors degree or equivalent</p> <p>Experience: 4 years</p>



Labor Category Duties / Responsibilities	<p>Program Analyst I – PA01</p> <p>Has progressive experience in managing, directing, and implementing projects. Relevant experience includes, but is not limited to, experience in managing projects, contracts, funds, and resources. Experienced in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel. Serves as the leader of a delivery/task order and assists the Program Manager in working with the Government's Contracting Officers Representative, other Government management personnel, and customer agency representatives.</p> <p>Responsible for the overall management of the specific task order(s) and ensuring that the management solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional areas. Responsible for managing projects and resources.</p>
Minimum Requirements	<p>Education: Bachelors degree or equivalent</p> <p>Experience: 7 years</p>
Labor Category Duties / Responsibilities	<p>Program Analyst II – PA02</p> <p>Experienced in program management systems, in the preparation and analysis of financial statements, or in working with complex vertical business applications. Includes progressively more responsible experience in general accounting or management activities.</p> <p>Maintains current project documentation and record of changes including status reports. Assists in establishing budgets and monitoring performance. Directs all or most activities related to financial and administrative functions, such as budgeting, manpower and resource planning and financial reporting. Researches, manages, and recommends solutions to contractual and programmatic issues. Provides expert functional advice and direction to functional/user area management and project teams working on complex systems. Consults with management and clients to define and evaluate solutions and functional requirements for complex problems.</p>
Minimum Requirements	<p>Education: Bachelors degree or equivalent</p> <p>Experience: 3 years</p>
Labor Category Duties / Responsibilities	<p>Program Analyst III – PA03</p> <p>Experience in providing administrative support to project teams responsible for program management processes, in the preparation and management of documentation and in working with project teams to provide briefing materials and correspondence control. Able to accept increasing responsibility in general accounting or management activities. Maintains current project documentation and record of changes including status reports. Provides administrative support to all or most activities related to financial and administrative functions, such as budgeting, manpower and resource planning and financial reporting.</p>
Minimum Requirements	<p>Education: Bachelors degree or equivalent</p> <p>Experience: 1 year</p>
Labor Category Duties / Responsibilities	<p>Program Analyst IV – PA04</p> <p>Provides administrative support to senior management and project teams. Able to take direction. Experience with office software. Maintains appointments and schedules, handles logistics for conferences and briefings, prepares and tracks correspondence, and maintains program/project files.</p>
Minimum Requirements	<p>Education: Bachelors degree or equivalent</p> <p>Experience: Entry level</p>



Labor Category	Functional Specialist I – FS01
Duties / Responsibilities	Contributes to the implementation of strategic actions and helps assess the impact of trends, policies, activities and actions related to the performance of an organization's mission. Directs the activities of Specialists or other staff as necessary on activities related to the specified field or discipline.
Minimum Requirements	Education: Bachelors degree or equivalent + 4 years experience, OR High School + 8 years experience
Labor Category	Functional Specialist II – FS02
Duties / Responsibilities	Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Uses knowledge and experience to support the assessment of trends, policies, activities and actions related to an organization's performance of mission critical tasks.
Minimum Requirements	Education: Bachelors degree + 2 years experience, OR High School + 4 years experience
Labor Category	Functional Specialist III – FS03
Duties / Responsibilities	Provides support under the direction of management that contributes to or facilitate the development of solutions.
Minimum Requirements	Education: High School Experience: 3 years

## MOBIS LABOR CATEGORY HOURLY RATES

### HOME (Contractor Site) Hourly Rates:

CATEGORY TITLE		Base Year 1	Base Year 2	Base Year 3	Base Year 4	Base Year 5
	MOBIS PROJECT LABOR CATEGORY	Home Rates 10/31/07 through 10/30/08	Home Rates 10/31/08 through 10/30/09	Home Rates 10/31/09 through 10/30/10	Home Rates 10/31/10 through 10/30/11	Home Rates 10/31/11 through 10/30/12
Principal Consultant I	PC-01-H	\$188.59	\$195.19	\$202.03	\$209.10	\$216.42
Principal Consultant II	PC-02-H	\$174.98	\$181.10	\$187.44	\$194.00	\$200.79
Principal Consultant III	PC-03-H	\$156.82	\$162.31	\$167.99	\$173.87	\$179.95
Management Consultant I	MC-01-H	\$134.99	\$139.72	\$144.61	\$149.67	\$154.91
Management Consultant II	MC-02-H	\$121.20	\$125.44	\$129.83	\$134.38	\$139.08
Management Consultant III	MC-03-H		\$117.05	\$121.15	\$125.39	\$129.78
Management Consultant IV	MC-04-H	\$89.86	\$93.00	\$96.26	\$99.63	\$103.11
Program Analyst I	PA-01-H		\$112.03	\$115.95	\$120.01	\$124.21
Program Analyst II	PA-02-H		\$94.40	\$97.70	\$101.12	\$104.66
Program Analyst III	PA-03-H	\$50.05	\$51.80	\$53.61	\$55.49	\$57.43
Functional Specialist I	FS-01-H		\$80.91	\$83.74	\$86.68	\$89.71
Functional Specialist II	FS-02-H		\$73.90	\$76.49	\$79.16	\$81.93
Functional Specialist III	FS-03-H		\$60.42	\$62.53	\$64.72	\$66.98



## FIELD (Government Site) Hourly Rates

CATEGORY TITLE		Base Year 1	Base Year 2	Base Year 3	Base Year 4	Base Year 5
	MOBIS PROJECT LABOR CATEGORY	Field Rates 10/31/07 through 10/30/08	Field Rates 10/31/08 through 10/30/09	Field Rates 10/31/09 through 10/30/10	Field Rates 10/31/10 through 10/30/11	Field Rates 10/31/11 through 10/30/12
Principal Consultant I	PC-01-F	\$167.72	\$173.59	\$179.66	\$185.95	\$192.46
Principal Consultant II	PC-02-F	\$155.53	\$160.98	\$166.61	\$172.44	\$178.48
Principal Consultant III	PC-03-F	\$139.46	\$144.34	\$149.39	\$154.62	\$160.04
Management Consultant I	MC-01-F	\$120.05	\$124.25	\$128.60	\$133.10	\$137.76
Management Consultant II	MC-02-F	\$107.79	\$111.56	\$115.46	\$119.50	\$123.69
Management Consultant III	MC-03-F	\$89.20	\$92.32	\$95.56	\$98.90	\$102.36
Management Consultant IV	MC-04-F	\$79.91	\$82.71	\$85.60	\$88.60	\$91.70
Program Analyst I	PA-01-F	\$98.68	\$102.13	\$105.71	\$109.41	\$113.24
Program Analyst II	PA-02-F	\$69.69	\$72.13	\$74.65	\$77.27	\$79.97
Program Analyst III	PA-03-F	\$44.51	\$46.07	\$47.68	\$49.35	\$51.07
Program Analyst IV	PA-04-F	\$41.81	\$43.28	\$44.79	\$46.36	\$47.98
Functional Specialist I	FS-01-F		\$72.55	\$75.09	\$77.71	\$80.43
Functional Specialist II	FS-02-F		\$66.26	\$68.58	\$70.98	\$73.46
Functional Specialist III	FS-03-F		\$54.17	\$56.06	\$58.03	\$60.06



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